

RENTAL APPLICATION FORM

PROPERTY ADDRESS FOR RENT: _____

Wolf Real Estate Agents welcomes your application and any queries you may have about the Property, Tenancy terms of process. The following information and checklist will assist you to complete this Application Form so that it can be processed promptly.

PLEASE NOTE THAT IT IS YOUR RESPONSIBILITY (AS THE APPLICANT) TO SUPPLY ALL SUPPORTING DOCUMENTATION AND REFERENCE CONTACT DETAILS. THE APPLICATION WILL NOT BE PROCESSED UNTIL IT IS 100% COMPLETE.

PLEASE READ PRIOR TO COMPLETING YOUR APPLICATION:

- One Rental Application Form is to be completed for each person over the age of 18.
- We will contact you within 24-48 business hours after submission of this application. If your Application is approved, within 24 hours of acceptance all approved lease holders are required to sign the General Tenancy Agreement and an amount equal to two (2) weeks rent is to be paid to our office via Bank Transfer.
- To consider your application for the premises, the weekly rental must not exceed 30% of your weekly household net income.
- If you are emailing your application to our office, please call us once you have sent your email to confirm receipt of your application form and that it is legible.
- It is the Applicant's responsibility to provide copies of all documentation. If you require photocopies, our office can provide these at a charge of \$0.50 per sheet. *Note: You must have the correct change.*

Submit at least one of the following photo identifications:		
<input type="radio"/> Drivers Licence	<input type="radio"/> Passport	<input type="radio"/> Proof of Age Card
Submit two (2) of the following identification:		
<input type="radio"/> Car Registration	<input type="radio"/> Rates Notice (within last 6 months)	<input type="radio"/> Gas Account (within last 90 days)
<input type="radio"/> Electricity Account (within last 90 days)	<input type="radio"/> Bank / Credit Card Statement (within last 90 days)	<input type="radio"/> Telephone Account (within last 30 days)
Submit two (2) of the following identification:		
<input type="radio"/> Birth Certificate	<input type="radio"/> Medicare Card	<input type="radio"/> Bank Card
Submit verification of your income:		
<input type="radio"/> Last 2 payslips	<input type="radio"/> Current Centrelink Income Statement	<input type="radio"/> Letter of Employment
<input type="radio"/> Bank Statement		
Submit verification of Self Employment (if applicable)		
<input type="radio"/> Bank Statement	<input type="radio"/> Accountants Letter	<input type="radio"/> Most recent financial year statements
<input type="radio"/> Latest Notice of Assessment		

Applicant Checklist – Before I submit this Application, I have:

- Attached copies of all documentation listed above for identification and income verification.
- Inspected the property both internally and externally.
- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent & Marketing Consent.
- Completed the Pet Application & Agreement Form (if pets are to reside at the property)

How did you find out about this property?

Website Newspaper Agency Contact Sign Referral Social Media Other

Applicants Details:

Name in Full: _____
 Other names you have been known by: _____
 Date of Birth: _____ Place of Birth: _____
 Drivers Licence Number: _____ State: _____
 Drivers Licence Card # _____ Expiry Date: _____
 Mobile Number: _____ Landline: _____
 Email: _____

Australian Citizenship:

Yes No Permanent Resident Visa Holder (Copy attached)

Current Tenancy Details:

Address: _____
 Rent per week \$ _____ Agent / Landlord: _____
 Phone Number: _____ Email: _____
 Period of Occupancy Years _____ Months _____
 Reason for Leaving _____
 Do you expect the Bond to be refunded in full? Yes No. Why? _____

Previous Address:

Address: _____
 Rent per week: \$ _____ Agent / Landlord: _____
 Phone Number: _____ Email: _____
 Period of Occupancy Years _____ Months _____
 Reason for Leaving _____
 Was the bond refunded in full? Yes No. Why? _____

Current Employment:

Current Employer: _____
 Your Position: _____
 Status: Full Time. Part Time. Casual. Contract
 Length of Employment Years _____ Months _____
 Pay Day: _____ of each Week Fortnight Month
 HR / Managers Name: _____ Phone: _____
 Email: _____

Previous Employment (if current is less than 3 years):

Previous Employer: _____
 Your Position: _____
 Status: Full Time. Part Time. Casual. Contract
 Length of Employment Years _____ Months _____
 Reason for Leaving: _____

Previous Employment (if current and previous are less than 3 years in total):

Previous Employer: _____
 Your Position: _____
 Status: Full Time. Part Time. Casual. Contract
 Length of Employment Years _____ Months _____

Self Employment:

Company Name: _____
 Address: _____
 Status: Sole Trader Company Partnership Other
 Length of Employment _____ Years _____ Months
 Industry / Nature: _____ ABN: _____
 Accountant Firm / Name: _____ Phone: _____
 Email: _____

If a Student or Not Currently Employed:

Student ID: _____ Institution: _____
 Centrelink Income: Parenting Payment. Family Tax Benefit ABSTUDY. Aged Pension
 Disability Support Pension. Carer's Pension Other

Net Income (after tax):

	PER WEEK	PER ANNUM
PAYG Income:	\$ _____	\$ _____
Self Employment:	\$ _____	\$ _____
Centrelink:	\$ _____	\$ _____
Other:	\$ _____	\$ _____
TOTAL:	\$ _____	\$ _____

Vehicles to be kept at the Property:

Make / Model: _____ Registration Number: _____
 Make / Model: _____ Registration Number: _____

Occupancy Details: _____ of persons to reside at the property, including all Dependents & other applicants.

Name	DOB	Relationship

Pets:

No Yes – Please refer to attached Pet Application and Agreement.

Emergency Contact Details of closeted relatives who will NOT be residing with you:

1. Full Name: _____	2. Full Name: _____
Address: _____	Address: _____
Relationship: _____	Relationship: _____
Phone: _____	Phone: _____
Mobile _____	Mobile: _____

Personal References who are NOT relatives or to be residing with you:

1. Full Name: _____	2. Full Name: _____
Address: _____	Address: _____
Relationship: _____	Relationship: _____
Phone: _____	Phone: _____
Mobile _____	Mobile: _____
Email: _____	Email: _____

RENTAL APPLICATION FORM CONTINUED...



Declarations – Applicant to complete and provide details as required.

Have you ever been evicted by any Lessor or Agent? NO YES

Are you in debt to another Lessor or Agent? NO YES

Is there any reason known to you that would affect your ability to pay rent when due? NO YES

Was your Bond at your last address refunded in Full? YES NO

Was the Property in satisfactory condition when you inspect it? If no, list requests. YES NO

I declare that the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia (TICA) and the National Tenancy Database (NTD) records.

I declare that I am not bankrupt or an undischarged bankrupt.

I am applying for a Tenancy for a period of _____ months, at a rental amount of \$_____ per week commencing on ____ / ____ / 20____.

I have been given a copy of the General Tenancy Agreement, Terms and Special Terms to read before submitting this Application.

I understand that if the nominated Applicant is advised this application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay two (2) weeks rent payable towards future rental charges. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

Pre-moving in costs as itemised below are to be paid by DIRECT DEPOSIT to WOLF REAL ESTATE AGENTS trust account.

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – First 2 weeks rent	2 x \$	= \$	Must be paid before Lease commences
Bond – 4 weeks rent	4 x \$	= \$	Must be paid before Lease commences

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles, as per the Privacy Act of 1988. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, you Employer, previous Employers and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

MARKETING CONSENT:

I understand that the Agency may need to contact me about Property related information e.g. properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree for WOLF REAL ESTATE to use the contact details provided below to contact me for marketing purposed until I have advised otherwise.

Period of contact: Indefinite until advised in writing otherwise Other

NB: If no selection made, "Indefinite until advised in writing otherwise" is selected by default.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for our Agency to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purposes for which it was collected to other parties including the Lessor, Referees, other Agents and third-party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application, we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of WOLF Real Estate Agents. I authorise WOLF Real Estate Agents to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers, previous employers and all the other references on this application;
- Tenancy Databases to which WOLF Real Estate Agents subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise WOLF Real Estate Agents to refer my name and contact details to an arranger or service provider including tradespeople (to attend work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

ELECTRONIC TRANSMISSION

It is agreed by signing this form, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email and the method of receiving advice or notification by SMS is accepted.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Full Name: _____

Signature: _____

Date: _____